

Editing and Submitting Other Submissions (EDM)

General Information

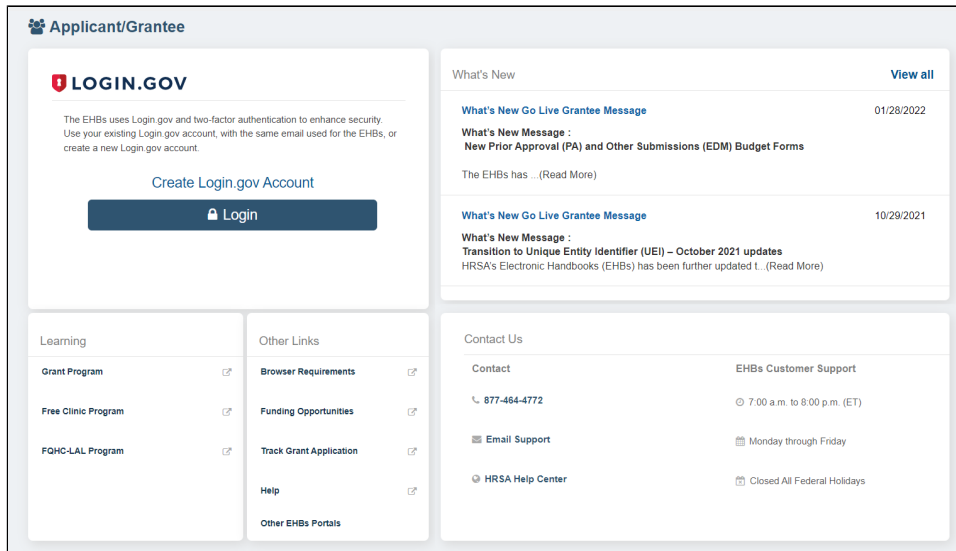
In the EHBs, grantees with "Other Submission" edit privileges can submit Budget Information as part of their Other Submissions.

On this page

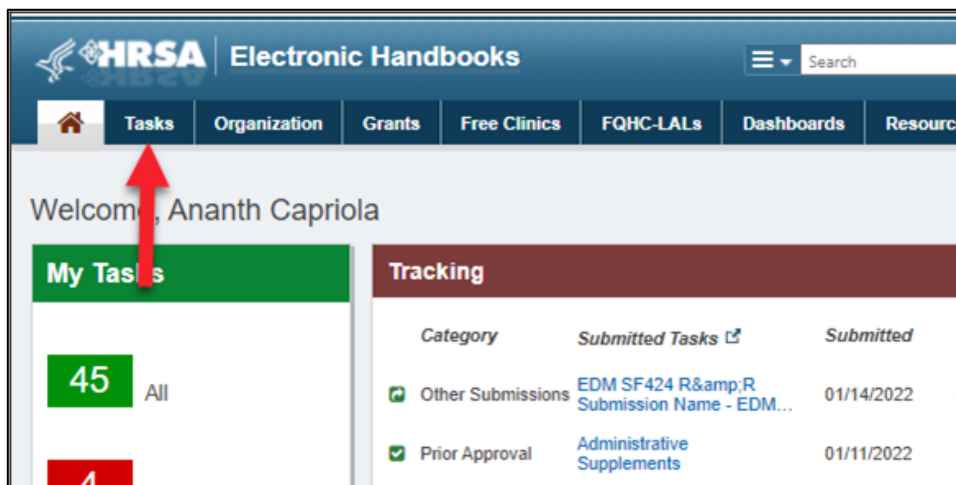
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Editing and Submitting an Other Submission (EDM)

- 1 Login to the EHBs (<https://grants.hrsa.gov/webextermal>) as a Grantee using Login.gov and two-factor authentication. For information about logging into the EHBs and Login.gov, refer to the [EHBs Login Process](#) help pages.



- 2 Click the **Tasks** tab from the top header options.



3 On the Pending Tasks - List page, click Submissions from the Grants section in the left navigation panel. The Submissions - Incomplete List page opens.

Pending Tasks - List

Not Completed Recently Completed Archived

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Deadline (Due)	Task Category
09/01/2024 11:59 PM (956 Days)	Grant Submissions
09/01/2024 11:59 PM (956 Days)	Grant Submissions
06/29/2022 11:59 PM (161 Days)	Grant Submissions
04/30/2022 11:59 PM (101 Days)	Grant Submissions
10/30/2021 11:59 PM (Late by 81 Days)	Grant Submissions
N/A	Prior Approvals

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4 Click Edit for an Other Submissions task type.

Due In	Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Status	Options
81 Days	COVID-19 Semi-Annual Progress Report	Other Submissions	BENIGNY SUGAR STATE BOARD OF NURSING, FL	HACHS0024	8028981	04/01/2021 - 09/30/2021	10/30/2021	Not Started	Request Extension
101 Days	COVID-19 Semi-Annual Progress Report	Other Submissions	BENIGNY SUGAR STATE BOARD OF NURSING, FL	HACHS0024	8028982	10/01/2021 - 03/31/2022	04/30/2022	Not Started	Start
161 Days	SF 420 Reporting	Other Submissions	BENIGNY SUGAR STATE BOARD OF NURSING, FL	HACHS0024	8028534	04/01/2020 - 03/31/2022	04/30/2022	Not Started	Start
956 Days	EDM SF 424 RAR Submission Name	Other Submissions	BENIGNY SUGAR STATE BOARD OF NURSING, FL	HABHS0054	8035413	09/01/2021 - 08/31/2022	09/01/2024	In Progress	Edit
956 Days	EDM SF 424 A/C Submission Name	Other Submissions	BENIGNY SUGAR STATE BOARD OF NURSING, FL	HABHS0054	8035414	09/01/2021 - 08/31/2022	09/01/2024	In Progress	Edit

5 On the EDM Submission page, select the forms from the left menu and enter the details in the structured budget forms.

ALL TASKS <<

EDM Submission

Functions

Overview

Condition/Reporting Requirement

Status

SF-424 R&R

Section A

Section B

Section C

Section D

Section E

Section F

Section G-J

Review and Submit

Review

Submit

Navigation Functions

Others

Return to Submissions List

EDM Submission

00305413 : BENGRY SUGAR STATE BOARD OF NURSING, FERDINAND, FL

Due Date: 9/1/2024 | Submission Status: In Progress

GrantNumber: H4BHS00054

Reporting Period: 09/01/2021 - 08/31/2022

Last Updated By: Adamo Durpee

Submission Name: EDM SF424 R&R

Submission Type: Other Submissions

Reporting Cycle: One Time Submission

Submitted By: N/A

Available Date: 12/14/2021

Online Submission: Yes (Required)

Resources

View

Related NoA

Action History

Related Condition/Reporting Requirement


Name	EDM SF424 R&R
Type	Conditions
Recurring	No
Due Date	Within Time Span of 1 Days of Project End Date
Added in NoA	6 H4BHS00054-13-02
Condition	EDM SF424 R&R

Electronic Deliverable Attachment (Minimum 1) (Maximum 20)

Attach File

No documents attached

Continue

 Note: You can use the left navigation at any time to add budget information to each step

ALL TASKS <<

EDM Submission

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Overview

Condition/Reporting Requirement

Status

SF-424 R&R

Section A

Section B

Section C

Section D

Section E

Section F

Section G-J

Review and Submit

Review

Submit

Navigation Functions

Others

Return to Submissions List

EDM Submission - Status Overview

00305413 : BENGRY SUGAR STATE BOARD OF NURSING, FERDINAND, FL

Due Date: 9/1/2024 | Submission Status: In Progress

GrantNumber: H4BHS00054

Reporting Period: 09/01/2021 - 08/31/2022

Last Updated By: Adamo Durpee

Submission Name: EDM SF424 R&R

Submission Type: Other Submissions








Reporting Cycle: One Time Submission

Submitted By: N/A

Available Date: 12/14/2021

Online Submission: Yes (Required)

EDM Submission Status

Section	Status	Options
SF424 R&R - Section A	Not Started	 Update
SF424 R&R - Section B	Not Started	 Update
SF424 R&R - Section C	Not Started	 Update
SF424 R&R - Section D	Not Started	 Update
SF424 R&R - Section E	Not Started	 Update
SF424 R&R - Section F	Not Started	 Update
SF424 R&R - Section G-J	Not Started	 Update

structured form. **OR** you can click **Update** within the **EDMS** submission – **Status Overview** section.

6 After selecting a form or clicking Update, complete all required fields on the Budget Information forms.

Budget Information - Section A

00305389 : MANAGERS PRESSOTECHNIK UNIVERSITY, BLUFF DALE, LA Due Date: 9/30/2023 | Submission Status: In Progress

GrantNumber: UK3MC00007 Reporting Period: 09/30/2021 - 09/29/2022 Last Updated By: Achieng Feth
Submission Name: EDM SF424 R&R Submission Name Submission Type: Other Submissions Reporting Cycle: One Time Submission
Submitted By: N/A Available Date: 12/14/2021 Online Submission: Yes (Required)

Fields with * are required

⚠ The end date for budget period 4 must be before the start date for budget period 5 (*)

Budget Period: 4

Start Date: 1/14/2022 (mm/dd/yyyy)

End Date: 1/14/2022 (mm/dd/yyyy) ⚠ Provide end date that is after the start date (*)

⚠ Project Director (PD) specified in SF 424 RR must be added as a Senior/Key Person for Budget Period 4 (*)

Senior / Key Person

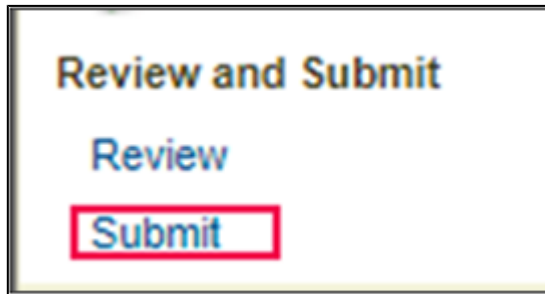
Name	Requested Salary	Fringe Benefits	Funds Requested	Options
Achieng Feth	\$10.00	\$10.00	\$20.00	Update
Total of Funds Requested: \$20.00				

Budget Period: 5

Start Date: 1/14/2022 (mm/dd/yyyy)

⚠ Provide end date that is after the start date (*)

7 After completing the budget forms, select **Submit** within the left navigation menu. Go through the details provided and Submit the Prior Approval Request.



8 Once you click **Submit** you will be directed to the **EDM Submission - Submit** Page. Review the sections and click **Submit to HRSA** if the EDM has been finalized.

EDM Submission Status		
Section	Status	Options
SF424 R&R - Section A	✔ Complete	Update
SF424 R&R - Section B	✔ Complete	Update
SF424 R&R - Section C	✔ Complete	Update
SF424 R&R - Section D	✔ Complete	Update
SF424 R&R - Section E	✔ Complete	Update
SF424 R&R - Section F	✔ Complete	Update
SF424 R&R - Section G-J	✔ Complete	Update
Cancel		Submit To HRSA